

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. C 289
PAGE
NO. 1

1. Requesting Agency
BALTIMORE COUNTY, MARYLAND

2. Division or Bureau of Requesting Agency
OFFICE OF FINANCE (STORAGE)

3. Authorization Requested (Check only one of the squares below).

(cards made)

☒ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	ACCOUNTING RECORDS, 1855-1939; 151 bound volumes of various sizes, approximately 24 cu. ft.	
a.	Cash receipts and disbursements journals, 1877-1918; daily cash balances, day cash books, miscellaneous subsidiary accounting records: 108 volumes of varying sizes. These financial records have no continuing value for operational purposes. The accumulation was reviewed by Hall of Records personnel and segregated as to disposable and retainable item on the basis of legal requirements and interpretations and established historical designations. No items disposable on the basis of their review were determined retainable from the standpoint of local historical value or further operating value. RECOMMENDATION: DESTROY ACCUMULATION.	
b.	LEDGERS, 1877-1920, 7 vols.; Cash Receipts and Disbursements Journals, 1855-77, 2 vols.; 1924-23, 22 vols.; receipts, 1922-26, 1 vol.; disbursements, 1923, 1 vol. These volumes are permanently retainable as permanent books of account. RECOMMENDATION: RETAIN PERMANENTLY.	
2.	ROAD FUND PROJECT ACCOUNTS, 1922-1948, est. 14 cu. ft. These are approximately 9 1/2" x 11 1/2" post binder sheets,	

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative *County Approvals 25A-5(H) have been secured*
Richard E. Maine Signature Records Management Officer Title May 27, 1966 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

6/6/66
Date

Morris S. Radloff
Archivist

6-13-66
Date

Ludwig H. Huelshoff
Secretary

TEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C 289
PAGE
NO. 2

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>indexed by district and then alphabetically. Individual sheets were prepared for each road improvement project approved, showing the amount of the appropriations, postings of the amounts expended, and project balances. The sheets apparently served as an appropriation account when the General Road and Bridge Fund and Racehorse (Hanover Turnpike) Fund were special funds and separate appropriations were made for each project and expenditures reported by project and district.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION</p> <p>3. SPECIAL FUND SUBSIDIARY ACCOUNTS, 1930-59, 10 vols., est. 3 cu. ft.</p> <p>Sewer and Water Extension Agreement Record, 1937-47, 1 vol. Sewer Service Charges and Payments, 1924-43, 2 vols., paid accts. Special^cSewer Installations accounts, 1941-59, 1 vol. paid accts. Towson Sewers General Journal, 1930-38, 1 vol. Job Order Contracts, (a progressive record of payments to contractors) 1938-50, 1 vol. Sewer and Water Job Cost Distribution, 1946-52, 1 vol. Cost Distribution by Project (Metro, PWA, Towson, Fire Hydrants) 1936-43, 1 vol. Metro District Fund Income from Assessments (detail of receipts) 1925-28, 1 vol. Special Sewer Installation Account Record, 1941-59, 1 vol.</p> <p>These volumes are in post binders of varying sizes; they have no continuing operational, informational, nor historical value.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION</p> <p>4. PAYROLL JOURNALS, 1943-56, 10 vols., est. 5 cu. ft.</p> <p>These payroll journals were held after disposal of later payroll journals in the absence of earnings records prior to 1949. Upon re-analysis, these records do not warrant further retention. All income tax liability for these years has expired, and no federal, state, or local employee was covered by Social Security during this period. Retirement records should provide the necessary information on employees still in the County service; prior to personnel records, appointments were journalized in Commissioner's minutes.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>

BALTIMORE
COUNTY, MD.RECORDS RETENTION SCHEDULE
FOR

NO.

C-289

DEPARTMENT

OFFICE OF FINANCE

RECORD OR FILE

ACCOUNTING RECORDS 1855-1939

EFFECTIVE DATE

DESCRIPTION

141 Bound vol. of various sizes; approx. 24 cu. ft.; old Treasurer's records.

GROUP A: 108 vols.

Cash Receipts and Disbursements Journals, 1877-1918; daily cash balances, day cash books, miscellaneous subsidiary accounting records.

GROUP B: 33 vols.

Ledgers, 1877-1920, 7 vols.; Cash Receipts and Disbursements Journals, 1855-77, 2 vols; 1924-32, 22 vols.; receipts, 1922-26, 1 vol.; disbursements, 1923, 1 vol.

APPRAISAL AND EVALUATION

These financial records have no continuing value for operational purposes.

The accumulation was reviewed by Hall of Records personnel and segregated as to disposable and retainable items on the basis of legal requirements and interpretations and established historical designations.

No items disposable on the basis of their review were determined retainable from the standpoint of local historical value, or further operating value.

(The accumulation included no ledger-type summaries, except for special funds, for the period 1921-39, and no general fund detail records for the period 1932-39; location of these at a later date might permit destruction of journal volumes for this period by amending this schedule.)

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDATION: GROUP A: DESTROY ACCUMULATIONGROUP B: RETAIN PERMANENTLY

SPECIAL INSTRUCTIONS

DATE

5/10/61

RECORDS MANAGEMENT OFFICER

Richard S. Main

DATE

5/10/61

DEPARTMENT HEAD

W.W.W.

NORMAN W. WOOD

DATE

5/10/61

COUNTY ADMINISTRATIVE OFFICER

[Signature]

BALTIMORE
COUNTY, MD.RECORDS RETENTION SCHEDULE
FOR

NO.

DEPARTMENT

OFFICE OF FINANCE

RECORD OR FILE

ROAD FUND PROJECT ACCOUNTS, 1922-48

EFFECTIVE DATE

DESCRIPTION

Post Binder sheets, approximately 9 1/2" x 11 1/2"; 14 cu. ft.

Individual sheets were prepared for each road improvement approved, showing the amount of the appropriation, postings of the amounts expended, and project balances. The sheets were kept in post binders, indexed by district and then alphabetically.

APPRAISAL AND EVALUATION

These pages have had no reference during the past two years, nor for as long before as anyone can remember. They have no continuing operating or informational value.

The sheets apparently served as an appropriation account when the General Road and Bridge Fund and Racehorse Fund (Hanover Turnpike) were special funds and individual appropriations were made for each project and expenditures reported by individual project and district.

These records have no known value as accounting records or for historical information.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDATION: DESTROY ACCUMULATION

SPECIAL INSTRUCTIONS

DATE

5/22/86

RECORDS MANAGEMENT OFFICER

Theresa E. Mann

DATE

5/22/86

DEPARTMENT HEAD

W. Wood

NORMAN W. WOOD

DATE

5/27/86

COUNTY ADMINISTRATIVE OFFICER

[Signature]

BALTIMORE
COUNTY, MD.RECORDS RETENTION SCHEDULE
FOR

NO.

DEPARTMENT

OFFICE OF FINANCE

RECORD OR FILE

OLD TREASURER'S RECORDS
SPECIAL FUND SUBSIDIARY ACCOUNTS

EFFECTIVE DATE

DESCRIPTION

Sewer and Water Extension Agreement Record, 1937-47, 1 vol.
 Sewer Service Charges and Payments, 1924-43, 2 vols., all paid accounts
 Special Sewer Installation Accounts, 1941-59, 1 vol. all paid accounts
 Towson Sewers General Journal, 1930-38, 1 vol.
 Job Order Contracts (a progressive record of payments to contractors, 1938-50, 1 vol.
 Sewer and Water Job Cost Distribution, 1946-52, 1 vol.
 Cost distribution by Project (Metro PWA, Towson, Fire Hydrants) 1936-43, 1 vol.
 Metro District Fund Income from Assesments (detail of payments, 1925-28, 1 vol.
 Special Sewer Installation Account Record, 1941-59, 1 vol.

APPRAISAL AND EVALUATION

These are obsolete records to which no reference has been made during the past two years, and probably for some time before. They have no continuing informational nor historical value.

These volumes are all in post binders of varying sizes.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDATION: DESTROY ACCUMULATION

SPECIAL INSTRUCTIONS

DATE

5/12/80

RECORDS MANAGEMENT OFFICER

William F. Meade

DATE

4/1/80

DEPARTMENT HEAD

W. Wood

NORMAN W. WOOD

DATE

5/12/80

COUNTY ADMINISTRATIVE OFFICER

William F. Meade

BALTIMORE
COUNTY, MD.

RECORDS RETENTION SCHEDULE

FOR

NO.

DEPARTMENT

RECORD OR FILE

EFFECTIVE DATE

OFFICE OF FINANCE

GENERAL ACCOUNTING, PAYROLL (STORAGE)

PAYROLL JOURNALS, 1943-49

DESCRIPTION

- A. General Payroll Journals, 1943-49, post binders, 5 vols.
- B. Metropolitan Payroll Journals, 1948-49, post binders, 2 vols.
- C. Metro. Day Laborers Earnings Record, 1946-56 (3 vols.)

APPRAISAL AND EVALUATION

These payroll records were held after disposal of later payroll journals in the absence of earnings records prior to 1949.

There has been no reference to these records in the past two years, and none is expected in the future. All income tax liability for these years has expired, and no federal, state, or local employee was covered by Social Security prior to 1956.

Retirement records should provide the necessary information on employees still in the County service; prior to employment records, all appointments were journalized in the County Commissioner's minutes.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDED: DESTROY ACCUMULATION

SPECIAL INSTRUCTIONS

DATE

5/13/66

RECORDS MANAGEMENT OFFICER

[Signature]

DATE

5/13/66

DEPARTMENT HEAD

[Signature]
NORMAN W. WOOD

DATE

5/13/66

COUNTY ADMINISTRATIVE OFFICER

[Signature]